



**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Monday, 6 June 2011 at 5.00 pm**

Present : Dr Nigel Burton (Chairman)
Professor Colin Aitchison
Dr Dolores Byrne
Mr Mike Carr
Ms Alice Chan (by telephone)
Ms Naomi Climer
Professor Andy Hopper
Eur Ing Professor Barry Jones
Mr Colin Porter
Mr John Scott
Dr Mike Short
Mr Alan Watts
Professor William Webb

By invitation: Ms Cath Hardaker (PKF (UK) LLP) (Minutes 59-62)

In attendance: Mr Ed Almond (Director of Finance and Planning)
Mr Nigel Fine (Chief Executive and Secretary)
Mr Tim Hamer (Director of Knowledge)
Mr Gareth James (Manager, Education 5-19) (Minute 66)
Mr Stephen Perry (Head of Communities) (Minutes 59-65)
Ms Michelle Richmond (Director of Membership and Professional Development)
Dr Tony Whitehead (Director of Governance and Policy)
Mr Keith Woodward (Head of Marketing) (Minutes 64-65)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

58. Private Meeting

The Board met without staff present and discussed a number of matters.

59. Apologies for Absence

Apologies for absence were received from Dr Hanna Sykulska-Lawrence and Professor Steve Williamson.

60. Minutes

The Minutes of the meeting held on 19 May 2011 (T(11)M4) were approved and signed as a correct record, subject to the following amendments:

Minute 51.2: “and, specifically” to read “including”.

Minute 51.3: “and, specifically” to read “including”.

61. Actions Taken or Outstanding

61.1 The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(11)35).

61.2 With reference to Minute 122.3 of T(10)M10, Mr Watts reported that the report of the Working Party on Fellowship would be brought to the Board on 5 September 2011.

61.3 With reference to Minute 44.2 of T(11)M4, it was noted that the report on budget versus actual performance would be brought to the Board on 4 July 2011.

61.4 With reference to Minute 44.3 of T(11)M4, Mr Hamer reported that the instances of non-delivery of copies of the March 2011 issue of *Member News* had been investigated with the mailing house. As no system failure had been logged it had been concluded that the error had been temporary and small-scale, having affected only a small number of members.

61.5 With reference to Minute 48.1, it was noted that the President had responded to the Global Operations Board and Council regarding their input to the Trustees Strategy Meeting.

62. IET Brand Positioning Statement

Mr Woodward made an oral report on the proposed IET Brand Positioning Statement. Following discussion the Board agreed that the new IET Brand Positioning Statement should be: "The professional home for life for engineers and technicians."

(Staff Note: Paper T(11)38 was not issued.)

63. SWOT Review of IET Sectors

63.1 Mr Perry gave an oral update report on the five IET Sectors. He introduced and the Board noted a report on a SWOT Review of the IET Sectors (T(11)39).

63.2 Mr Perry suggested that the Board of Trustees propose suitably qualified members who might be invited to take senior roles in the Sectors. The President commented that this was a task that would be better undertaken as part of the overall talent management activity for the Institution and pointed out that individual Trustees did not have the necessary information to respond to critical requests of this kind. Mr Porter suggested that the interim Sector Chairmen were much better qualified than Trustees to propose suitably qualified members.

63.3 Professor Hopper suggested that the lessons should be learned from the operation of the IET Policy Panels. When they had been called Sector Panels one of their weaknesses had been the lack of close linkage to the Board of Trustees or direct supervision by a Main Board.

63.4 The Board discussed what might be done to improve the attractiveness of the volunteer roles associated with management of the Sectors. Mr Perry undertook to provide a draft specification for the Board's consideration.

64. Governance Review

64.1 Dr Whitehead made an oral report on the progress of the Governance Review.

64.2 Ms Hardaker made an oral report on the conduct of the Review and the emerging findings. A full report would be provided to the Board of Trustees later in the month, for discussion at the next meeting.

65. Education 5-19

65.1 Mr James introduced and the Board noted a report on the IET Education 5-19 Programme Strategy (T(11)40).

65.2 The Board discussed the arrangements that were in place to monitor the effectiveness of the activities, the need to concentrate on strategy rather than methodology, opportunities for collaboration with other institutions, and keeping members informed about the initiatives.

65.3 Professor Hopper suggested that consideration be given to distributing a programmable HDMI interface device via *Flipside*.

66. Defined Benefits Pension Scheme

Mr Almond made an oral report on matters relating to the Defined Benefits Pension Scheme. Mr Almond introduced and the Board noted a report from Premiere Pensions Management Ltd on the Defined Benefits Pension Scheme (T(11)37).

(Staff Note: Paper T(11)36 was not issued.)

67. Remuneration Committee

Dr Short introduced and the Board noted a report from the Remuneration Committee (T(11)41).

68. Quarterly Risk Assessment Report

68.1 Dr Whitehead introduced and the Board noted the Quarterly Risk Assessment Report (T(11)42).

68.2 Dr Byrne suggested that future reports should indicate whether or not the management of each risk was reducing that risk.

69. Chief Executive's Report

69.1 Mr Fine introduced and the Board noted a report from the Chief Executive and Secretary (T(11)43).

69.2 It was noted that a Memorandum of Understanding had been signed between the IET and the British Standards Institution.

70. Date of Next Meeting

Monday, 4 July 2011 at 5.00 pm.